

ADMINISTRATIVE ASSISTANT I, Parks and Recreation Division, City of Norfolk. Performs variety of complex office duties; assists in administrative procedures in the operation of the division, and carries out public and employee relations tasks. Salary range \$3,042 - \$4,219/mo. Excellent benefit package. Apply at [www.norfolkne.gov/humanresources](http://www.norfolkne.gov/humanresources) or Human Resources Office, 309 N. 5<sup>th</sup> Street, Norfolk, NE 68701, (402) 844-2010. Submit resume and cover letter along with completed application. First review of applications February 26th. Open until filled.

EOE